

OIA-96/78  
30 October 1978

MEMORANDUM FOR: Division Chiefs

SUBJECT : New NID Handling Procedures for OIA

25X1A

1. Effective Monday, 30 October, new handling procedures for the NID will be implemented throughout the Agency. The basic change is the requirement for a daily exchange of NID's - yesterday's NID must be returned in order to receive today's. This change causes some complications for OIA and NPIC because of our location outside the Headquarters building and our dependence on courier schedules. [redacted] in NPIC's Dissemination and Control Branch has worked out arrangements which should meet the new handling requirements and still provide OIA reasonable access to the NID.

2. The outgoing NID (yesterday's) will be picked up from the OIA registry between 0800-0810 each morning by an NPIC courier. The incoming NID (today's) will be hand delivered to the Director's Secretary between 0915-0930 each morning.

3. For the next few days, OIA's internal handling will be to route the NID to the Director, Deputy Director and Executive Officer each morning. After 1330 it will be available for your review from the Director's secretary. After the new system has had time to settle down we may be able to work out a more satisfactory internal routing scheme.

[redacted]

Acting Executive Officer  
Office of Imagery Analysis

25X1A